

## PERSONNEL AGENDA

Erie County Council

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Jay Breneman, Chairman  
Edward T. DiMattio, Jr., Vice Chairman  
Kathy Fatica  
Dr. Kyle Foust  
André R. Horton  
Fiore Leone  
Carol J. Loll

May 26, 2016

4:00 p.m. - follows immediately after Finance Meeting.  
Room 114A

1. Ordinance Number 35, 2016, "2016 General Fund Budget Revised Expenditures in the Prothonotary Office" (FR 5-17-16)  
**Page 2**
2. Update on the Erie County Director of Veterans Affairs position – Sabrina Fischer, Director of Human Resources.

**ORDINANCE NUMBER 35, 2016**

**2016 General Fund Budget Revised Expenditures in the Prothonotary Office**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B(1) and 3B(2)(d) of the Erie County Home Rule Charter that revised expenditures in the 2016 General Fund Budget for a 4.2% increase in pay for Position #003240-001 in the Prothonotary Office is hereby approved as outlined in the attached Exhibit A.

This ordinance shall be retroactive to January 1, 2016.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

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Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Exhibit A**  
**2016 General Fund Budget**  
**Revised Expenditures**  
**For Waiver of Personnel Code for 4.2%**  
**Increase in First Deputy Prothonotary**

Effective January 1, 2016

**Change from:**

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
First Deputy Prothonotary	M-II	003240-001	44,499	44,499	22.82

**To:**

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
First Deputy Prothonotary	M-II	003240-001	46,371	46,371	23.78
Total Increase			<u>1,872</u>	<u>1,872</u>	

**Rationale for Ordinance: Waiver of the Personnel Code**  
**Re: a change in starting salary for the First Deputy Prothonotary**

- The First Deputy Prothonotary (M-II) position was budgeted in the 2015 original budget with a salary of \$76,644.36.
- An increase in salary to the approved 2016 budgeted amount of \$46,378 from the current \$44,499 would not require a supplemental appropriation. The amount of the proposed 4.2% increase (approximately \$1,879) is already available in the 2016 budget in non-bargaining wages. Retroactive pay is being requested.
- The mandated duties of the First Deputy Prothonotary position, including supervision of 12 court-related staff, have been increased in number and complexity by Court Rules and statute since the salary was last established and the position was last filled.
- The First Deputy Prothonotary appointee has 15 years of experience in the Prothonotary Department, having performed every job or duty within the department, with an extraordinary record of performance which would merit an increase under Personnel Code Section 9D.1.
- The proposed salary of approximately \$46,378 is more commensurate with the duties and requirements of the position.
- The low starting rate limited interest by other applicants in the position.
- If the appointee had been an applicant not already employed by the County, she would have started at 4.2 % above the starting pay rate. Application of 9.E.2. of the personnel code limited a current bargaining unit employee to the new hire starting rate for the non-bargaining M-II position of First Deputy Prothonotary , while outside applicants' new hire rate would be 4.2% above that. Accordingly, a request for waiver of Section 9.E.2. and application of Section 9.B.1. for a 4.2% increase is submitted.